

Amlin Bermuda, branch of Amlin AG, which is a subsidiary of Amlin Plc, a LSE quoted insurance group underwrites reinsurance on a worldwide basis, specializing in catastrophe business. We are currently seeking applications for the position of **Senior Claims Analyst**.

The basic function of this position is to play a part in the development, management and day-to-day operations of the Claims Department.

### **Key Responsibilities:**

- Coordinate, adjust and process claims within the assigned portfolio of pro rata accounts including catastrophe, per risk, and casualty in accordance with the contract wording from first advice to final closure
- Review coverage, assess and establish reserves and authorize payments within the terms of coverage
- Liaise with Underwriters, Finance and other areas to ensure prompt and timely resolution of claims
- Coordinate all phases of the claims adjustment and payment process
- Maintain an electronic claims diary and filing systems
- Liaise and negotiate with brokers, clients, loss adjusters and lawyers as appropriate
- Liaise with external and internal auditors as required
- Ensure all claims information is entered accurately and in a timely manner
- Review monthly loss reports for data accuracy, diary checks and internal controls
- Assume responsibility for other ad hoc duties including assisting with the production and presentation of claims reports and management information reports, as required

### **Minimum Qualifications, Skills and Experience:**

- Minimum 5 years claims handling experience within the re/insurance industry including a minimum of 2 years handling pro rata accounts
- Knowledge of property and casualty reinsurance preferred
- Proficiency with the Microsoft Office suite of applications together with a proven track record of attention to detail and numerical accuracy
- Excellent written and verbal communication skills
- The ability to use initiative and self-manage whilst being able to work effectively in a team environment
- Must be willing to travel and work extended hours where appropriate

Interested persons should apply directly to the Human Resources Manager, Amlin Bermuda, 141 Front Street, Hamilton HM 19, Bermuda (441) 248-1500 or via email at [Lisa.Finnerty@amlin.bm](mailto:Lisa.Finnerty@amlin.bm).

**Closing date: Friday, October 21<sup>st</sup>, 2011**